Bishop Bewick Catholic Education Trust

Job Description

Post Title: Administrative Assistant – Level 3 A5353
Grade: BB04

Responsible to: Head Teacher/ Office Manager
Responsible for: N/A
Job Purpose: To provide comprehensive secretarial and administrative support to the school.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Specific responsibilities include:

- Create and maintain records organise and minute meetings, responding to and answering inquiries including by letter, maintain office systems and diaries, etc.
- Ensure that office machinery, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures.
- Respond to enquiries, verbally and in writing, arising from a variety of sources and decide on subsequent action.
- Manage manual and computerised records and information systems, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and respond to ad hoc queries, where appropriate. This may include setting up of layouts of documents, flow charts, diagrams, tables and basic analysis of data such as attendance figures and exam results.
- Collate pupils reports as required.
- Provide a friendly, helpful and supportive welcome for parents, governors and visitors contacting the school in person, by phone or by email.
- Assist in the training of, demonstration of duties to, and giving support to staff and volunteers. Collecting, accounting for, reconciling and security of petty cash, dinner money, school fund and/or other amounts of cash/expenditure, cheques etc in accordance with Financial Regulations.
- Liaise with staff, pupils and parents as appropriate to meet the requirements of the school including the provision of reception service, arranging events, work experience and administering cover for absent teachers.

General

- Promote and implement the Trust's equalities policies in all aspects of employment and service delivery
- Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.

- Assist in maintaining a healthy, safe, and secure environment and to act in accordance with the Trust's policies and procedures.
- Promote understanding of the Trust's mission, vision and values and lead by example through outstanding professional conduct.